



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:  
5060.3  
CG

18 AUG 2017

DEPOT ORDER 5060.3

From: Commanding General  
To: Distribution List

Subj: MORNING AND EVENING COLORS

Ref: (a) United States Naval Regulations  
(b) MCO P5060.20  
(c) MCO P10520.3B

Encl: (1) Sequence for Daily and Non-Graduation Friday Morning  
(2) Sequence for Evening  
(3) Sequence for Graduation Friday Morning Colors  
(4) Folding the Ensign  
(5) Garrison Flag Dates

1. Situation. The ceremonial hoisting and lowering of the National Ensign, commonly referred to as Morning and Evening Colors, is a sacred responsibility that will be executed daily at 0800 and at sunset with the highest level of professionalism and precision, in accordance with references (a) through (c). The purpose of this Order is to provide guidance, assign responsibilities, and identify specific tasks for execution.

2. Mission. Each month, a company within Headquarters and Service Battalion (HQSVBN) will be assigned the responsibility of Morning and Evening Colors for the period listed on the monthly duty roster.

3. Execution

a. Commander's Intent and Concept of Operations. Ensure the professional execution of the long-standing and honored tradition of ceremonial hoisting and lowering of the National Ensign at the Depot Headquarters. A detail consisting of, at minimum a Noncommissioned Officer (NCO) or Petty Officer and two enlisted members (Marines or Sailors) will conduct Morning and Evening Colors per enclosures (1) and (2). Friday Morning Colors, prior to a graduation will be conducted per enclosure (3), with a detail consisting of an NCO or Petty Officer and four enlisted members (Marines or Sailors).

b. Tasks

(1) Depot Sergeant Major

(a) Responsible for the overall conduct and execution of Morning and Evening Colors.

(b) Facilitate coordination between units and the G-1.

(2) Assistant Chief of Staff, G-1. Include the monthly Morning and Evening Colors' detail assignment with the monthly Command Duty Officer Depot

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Bulletin.

(3) Assistant Chief of Staff, G-4. Conduct monthly inventory of all equipment associated with the ceremonial raising and lowering of the National Ensign.

(4) Commanding Officer, Headquarters and Service Battalion (HQSVBN)

(a) Provide a minimum of a three-personnel detail, consisting of one NCO or Petty Officer and two junior Marines or Sailors to conduct Morning and Evening Colors.

(b) Forward the roster for the Morning and Evening Colors' detail to the G-1 no later than (NLT) the 15th of the month prior to assumption of responsibility.

(5) Officer Of the Day (OOD)

(a) Ensure the proper National Ensign is hoisted at the appropriate time per enclosure (5).

(b) Ensure the appropriate size National Ensign is flown based on current or predicted weather conditions per reference (c).

(c) Ensure the Morning and Evening Colors' detail is familiar with the procedures for conducting Morning and Evening Colors.

c. Coordinating Instructions

(1) The Morning Colors' detail will report each morning to the OOD NLT 0745 to review the sequence for Morning Colors and retrieve the ensign to be hoisted.

(2) Evening Colors is conducted by the Headquarters Company and Service Company Duty and Assistant Duty Noncommissioned Officers. The OOD will muster the Evening Colors' detail 15 minutes prior to lowering the National Ensign in order to review the sequence for Evening Colors.

(3) The Assistant Command Duty Officer is responsible for playing the music associated with Morning and Evening Colors.

4. Administration and Logistics

a. The Morning and Evening Colors' detail will wear the uniform of the day. During holiday periods, the seasonal Service uniform will be worn.

b. The yearly sunrise and sunset times chart will be located in the HQSVBN duty hut and can be found on the United States Naval Observatory website ([http://aa.usno.navy.mil/data/docs/RS\\_OneYear.php](http://aa.usno.navy.mil/data/docs/RS_OneYear.php)).

c. Point of contact for this Order is the Depot Sergeant Major.

5. Command and Signal

a. Command. This Order is applicable to all MCRD, PI commands units and activities.

b. Signal. This Order is effective the date signed.



M. G. ST. CLAIR  
Chief of Staff

Distribution: A

Sequence for Morning Colors (Daily/Non-Graduation Friday)

**0730:** Verification on <http://halfstaff.org> that no special occasions are being reflected upon.

**0735:** Check <http://www.sunrisesunset.com/calendar.asp> for evening colors event. Ensure all participants understand that they must muster 30 minutes prior to evening colors being lowered.

**0745:** OOD musters flag detail on the HQSVBN quarterdeck.

**0750:** The detail is formed in line outside the Headquarters and Service Battalion building with the noncommissioned officer carrying the folded ensign in the center.

**0755:** After the five minute warning plays, the senior member [carrying the national ensign], gives the command **"Forward, March"** [no arm swing]. The detail approaches and executes a right turn towards the base of the flagstaff. The senior member will then give the command **"Detail, Halt"** at the brick ring in front of the flagstaff.

The OOD takes their position on the compass in order to observe the conduct of morning colors.

The senior member will then give the command **"Post"** and the other two members will step off as in marching and halt on the appropriate sides of the flagstaff. The senior member will then give the command **"Ready, Face"** and the other two members will face inboard toward the flagstaff.

Once all members are in the correct position, the senior member commands **"Attack the halyard"**. The member on the left [halyard) side will detach the halyard, execute an about face and return to his position and execute an about face. The senior member will then give the command **"Ready, Face"** and the other two members will face toward the senior member. The senior member then gives the command **"Post"**. The detail approaches and halts 2-3 paces in front of the senior member. At that time they will then check for serviceability, and untangle if necessary. Once it is determined that all equipment is functional, the members on the left/right will ensure that the ensign is attached to the correct eyelet (marked with 550 cord), so that it is raised correctly. The flag should be clearly marked so that the blue field is raised first. The ensign should be pulled sufficiently, prior to the beginning of colors, to insure the blue field is hoisted first. This action precludes the embarrassment of hoisting the ensign upside down.

Once the flag is rigged appropriately, the senior member will execute an about face and take their position on the left side of the bell. **0800:** Once "To the Color" begins to play, the senior member will strike eight bells and once the flag begins to raise, render a hand salute.

Upon the eighth bell being struck, the left member will maintain possession of the national ensign until it is clear of the deck, maintain a guiding hold on the trail end of the halyard. The right member will hoist the ensign until it reaches the truck, pass their end from the left member, who will grab the halyard with the left hand, and both left and right members will render a hand salute. Once the music has stopped, the senior member will give the command **"Ready, To"**. The senior member will take his position back in front

of the flagpole, then give the command **"About Face"** and then **"Post"** and the other two members will face about and then march back to their positions on opposite sides of the flagpole. The senior member will call **"Ready, Face"** and then **"Attack the Halyard"**. The left member will then secure the halyard to the flagpole. Once secured, the left member will execute an about face and return to his position and execute an about face. The senior member will then command **"Ready, Face"** and then **"Post"** and the left and right members will return to the senior member. Once in position the senior member will about face and command **"Forward March"**. Once halfway between the flagpole and the OOD, the senior member will command **"Detail Halt"**. The left and right members will halt, the senior member will continue halfway in distance to the OOD, halt and report to the OOD (while rendering a hand salute) **"Good morning sir/ma'am, morning colors complete"**. Once the salute is returned, the senior member will then face about, return to the detail, halt and give the command **"Fall Out"**.

\*If the ensign is to be flown at half-mast, it will be lowered to that position on the last note, of **"To the Color"** and prior to the detail marching off.

Sequence for Evening Colors

**T-10 Sunset:** The detail is formed in line outside the headquarters building with the noncommissioned officer in the center.

**T-5 Sunset:** After the five minute warning plays, the senior member gives the command "**Forward, March**". The detail approaches the base of the flagstaff. The senior member will then give the command "**Detail, Halt**" approximately 3-4 paces from the flagstaff.

The senior member will then give the command "**Post**" and the other two members will step off as in marching and halt on the appropriate sides of the flagstaff. The senior member will then give the command "**Center, Face**" and the other two members will face inboard toward the flagstaff.

Once all members are in the correct position, the member on the right [halyard) side will detach the halyards, untangle if necessary and prepare to lower the ensign.

**Sunset:** Once "Retreat" begins to play, the ensign is slowly lowered. On the last note of music, or before the ensign touches the deck, the senior member will catch the ensign. After establishing positive control of the ensign, the senior member will give the command "**Post**" and the other two members will step left/right as in marching and halt on the appropriate sides of the senior member. Once the other two members have stopped, the senior member will about face. The senior member will then give the command "**Forward, March**" followed by "**Detail, Halt**" once the detail is approximately ten paces clear of the base of the flagstaff. Once the detail has halted, the senior member will give whichever commands are necessary to march the detail back to the designated area, where the flag will be appropriately folded and stowed.

\*If garrison flag is flown, the evening colors detail needs to consist of 5 marines. This is to ensure there are enough marines present to handle the lowering of the flag, ensuring it does not touch the deck.

\*If the ensign is at half-mast, it is first hoisted smartly to the peak on the first note of the music, and then slowly lowered.

Sequence for Graduation Friday Morning Colors

**0700:** Verification on <http://halfstaff.org> that no special occasions are being reflected upon.

**0720:** SgtMaj musters flag detail on the HQSVBN quarterdeck. The morning Colors Sergeant inspects the four other members of the detail for professional appearance and ensures the Garrison Flag is properly folded and ready for the ceremony. He also checks the weather both, electronically and in person, for any inclement weather and addresses the BN SgtMaj of any concerning forecasts. Lastly, the Colors Sergeant checks the halyard to ensure the hooks are in the correct position and secures the halyard that will not be used, tightly against the flag pole [bypassing the horizontal bracket on the pole].

**0740:** The detail is formed up outside the Headquarters and Service Battalion building [building 144]; the two flag bearers will be in the front of the formation shoulder to shoulder, followed by the two flag hoisters behind them, also shoulder to shoulder, followed by the Colors Sergeant, who is centered on the formation at the rear.

**0745:** When the Marine Corps Band begins to stage, the Colors Sergeant gives the command "**Forward, March**" [no arm swing]. The detail marches along the side of the road and guides the formation towards the back side of the flag pole. The detail will then proceed up the sidewalk that is directly behind the flag pole and the Colors Sergeant will give the command "**Detail, Halt**" approximately 3-4 paces from the edge of the tree line. The Colors Sergeant will then give the command "**Parade, Rest**"; the two flag bearers will remain at the position of attention, while the rest of the detail will assume the parade rest position. Immediately after the execution of the last command, the two Flag Hoisters will, automatically, return back to the position of attention and step off to the front side of the Flag Bearers to fix their uniforms, ensure the flag hooks are easily accessible and make sure there is no red exposed on the flag. Once all necessary corrections have been made, the Flag Hoisters will return to their original positions and assume the parade rest position.

**0750:** When the Band begins to execute a column left, the Colors Sergeant gives the command "**Detail, Attention**", followed by "**Forward, March**" [no arm swing]. Once the entire detail is on the grass directly behind the flag pole, the Color Sergeant will give the command "**Mark Time, March**". At this point, the two Flag Hoisters will position themselves alongside the Flag Bearers [on their perspective sides] and the Colors Sergeant will center himself, approximately 1-2 paces, behind the Flag Hoisters and Bearers. Simultaneously, the Flag Bearers and Flag Hoisters will position themselves on the cement while mark timing, the Colors Sergeant will remain on the grass behind them. Once the detail is in the appropriate position, the Colors Sergeant will give the command "**Detail, Halt**", followed by "**Parade, Rest**".

**0755:** After the Narrator introduces the HQSVBN Colors Detail, the Colors Sergeant gives the command "**Detail, Attention**" followed by "**Post**". At this point, the two Flag Hoisters will march along the brick ring that's around the base of the flag pole, and halt themselves directly across from each other, simultaneously, the Colors Sergeant marches around the right side of the Flag Bearers and positions himself; approximately 1 pace away, centered and facing the Flag Bearers. At this point, the Stationary Flag Hoister [the one that will not be grabbing the Halyard] gives the command "**Ready, Face**"

[both hoisters turning towards the flag pole] followed by **"Attack the Halyard"**. The other Flag Hoister then marches towards the flag pole and detaches the halyard from the cleat and secures the halyard tightly in his hand. The member will then execute an about face, march back to his original position and execute another about face. The Stationary Flag Hoister will then give the command **"Ready, Face"** [both facing back towards the rest of the detail] followed by **"Post"**. At this point, the two Flag Hoisters will march back, and position themselves approximately 1 pace directly behind the Colors Sergeant, then immediately, begin to untangle the halyard and proceed to find the first hook. Once the first hook is found, the Flag Hoister will verbally announce **"First Hook"** and hand it to the Colors Sergeant to connect it to the Ensign. This is then repeated for the second hook. Once both hooks are attached and the Colors Sergeant is certain the ensign will be raised with no issues, he steps off to the right of the Flag Bearers, marches around them [salutes the ensign on his way] and follows the edge of the pavement to take his place alongside of the bell.

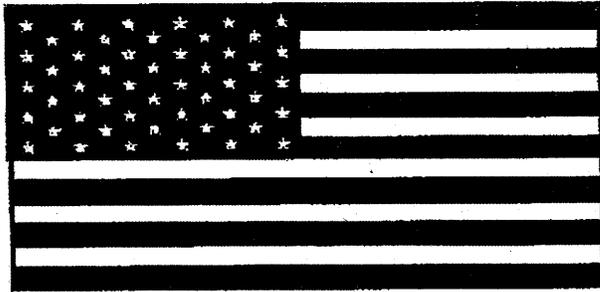
**0800:** Once it is instructed to strike the bell eight times, the Colors Sergeant will strike eight bells [striking the bell as follows; 1-2 pause 3-4 pause 5-6 pause 7-8] and once the flag begins to rise, render a hand salute. When the ensign reaches the top of the pole, the rest of the detail will render a hand salute. Once the national anthem has concluded, the Colors Sergeant will give the command **"Ready, To"**. From here, the stationary Flag Hoister will give the command **"About, Face"** followed by post. They will both march back to their perspective positions on opposite sides of the flagpole. The stationary Flag Hoister will call **"Ready, Face"** and then **"Attack the Halyard"**. The other flag hoister will then secure the halyard to the cleat as tight as possible ensuring that the halyard is going through the horizontal bracket on the flag pole. Once secured, the flag hoister will execute an about face and return to his position and execute an about face. The stationary Flag Hoister will then command **"Ready, Face"** [both flag hoisters will face the Colors Sergeant] and once the Colors Sergeant sees that the detail is in their appropriate position, he will give the command **"Post"** and the Flag Bearers and Hoisters will simultaneously march forward and create a 2x2 formation in front of the flagpole. Once in position, the Color Sergeant will give the command **"Forward, March"**. The Colors Sergeant will integrate with the rest of the detail as they march forward and give the command **"Detail, Halt"** so the detail halts right at the edge of the sidewalk. Once halted, the Colors Sergeant will position himself 3 paces away from the detail, face the detail and give the command **"Parade, Rest"**.

**\*\*If the ensign is to be flown at half-mast, it will be lowered to that position on the last note, of "To the Color" and prior to the detail marching off.**

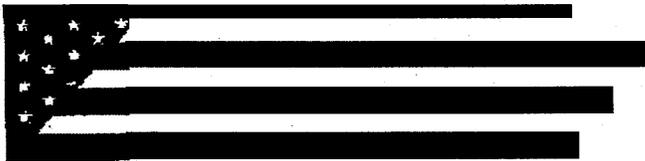
**0815:** After the Commanding General's last remarks, the Colors Sergeant will face the detail and give the command **"Detail, Attention"** for the playing of Anchors Away and the Marines Corps Hymn. Once the conclusion of the ceremony has been announced, the Colors Sergeant will face the detail and give the command **"Left, Face"** followed by **"Fallout"**.

Folding the Ensign

The ensign is folded in half the long way so the crease parallels the red and white stripes. It is folded in half again so the new crease also parallels the red and white stripes with the blue field on the outside of the fold. The lower corner of the fly end (away from the blue field) is folded up to the top so the single (folded) edge lays perpendicular across the stripes. By repeatedly folding along the inboard edge of the triangle, the ensign is folded into the shape of a cooked hat.



..r--OPEN EDGE



OPEN EDGE

K.....-FOLDED EDGE



OPEN EDGE



FOLDED EDGE



FOLDED EDGE



SPECIFIC INSTRUCTIONS FOR OCCASION TO FLY THE GARRISON ENSIGN

- 1) **January**: New Year's Day (1st), Inauguration Day (20th), Martin Luther King Jr's Birthday (3rd Monday of the month)
- 2) **February**: Abraham Lincoln's birthday (12th), George Washington's Birthday (22nd)
- 3) **April**: Easter Sunday (varies), Thomas Jefferson's Birthday (13th)
- 4) **May**: Loyalty and Law Day (1st), Mother's Day (2nd Sunday of the month), Armed Forces Day (3rd Saturday of the month), National Maritime Day (22nd) and Memorial Day (last Monday of the month)
- 5) **June**: Flag Day (14th), Father's Day (3rd Sunday of the month)
- 6) **July**: Independence Day (4th)
- 7) **August**: National Aviation Day (19th)
- 8) **September**: Labor Day (1st Monday of the month), Constitution Day/Citizenship Day (17th) and Gold Star Mother's Day (1st Sunday of the month)
- 9) **October**: Columbus Day (2nd Monday of the month)
- 10) **November**: Veteran's Day (11th), Thanksgiving (Last Thursday of the month)
- 11) **December**: Christmas Day (25th)

Note 1: The garrison flag will be flown on Sundays, all Graduation Morning Colors Ceremonies, and other national occasions/holidays listed above.

Note 2: The garrison flag will also be flown when a Presidential proclamation is designated. The proclamation is in the event of an important occasion Ceremonial Colors will be conducted on the day of Graduation's.

Note 3: The Commanding General of MCRD/ERR Parris Island can direct the garrison flag to be flown in the event of a celebration of a regional nature. The uniform for these periods will be seasonal Service Uniform.